

**MONTANA
ASSOCIATION
OF COUNTIES**



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97TH ANNUAL CONFERENCE

BEST WESTERN GRANTREE INN

I-90 AND NORTH 7TH AVENUE
BOZEMAN, MT 59715
(406) 587-5261

SEPTEMBER 24 – 28, 2006

**EXHIBITOR AND SPONSOR
INFORMATION &
REGISTRATION**

**INTRODUCING ALL NEW OPPORTUNITIES FOR
EXHIBITORS AND SPONSORS TO
SHOWCASE THEIR COMPANY, PRODUCTS, AND
SERVICES TO MONTANA'S LOCAL GOVERNMENT
LEADERS AND DECISION MAKERS!!**

**AND TO SHOW OUR APPRECIATION, WE WILL BE HOSTING
A BANQUET AND RECEPTION IN YOUR HONOR ON
SUNDAY, SEPTEMBER 24.**

**LOOK INSIDE TO SEE HOW YOUR COMPANY
CAN TAKE ADVANTAGE OF THESE
NEW AND EXCITING OPPORTUNITIES!!**

If you would like to continue to receive this information, please provide your e-mail address.
If you no longer wish to receive this information, please let us know and we will remove you from the mailing list.

MONTANA ASSOCIATION OF COUNTIES

97th ANNUAL CONFERENCE

EXHIBITOR INFORMATION

Are you looking for a way to promote your products and services to county officials from across Montana?

Then the Montana Association of Counties Annual Conference is the perfect opportunity! County Commissioners, elected officials, and a wide array of government officials and employees will gather for the MACo 4-day conference at the GranTree Inn in Bozeman, MT from September 24 – 28, 2006.

This year, to thank you for your support, we will be featuring an Exhibitor and Sponsor Appreciation Dinner and Recognition Ceremony in conjunction with the President's Reception on Sunday, September 24 from 6:00 to 10:00 p.m.

REASONS TO EXHIBIT:

- The Conference provides a unique marketing opportunity for you to meet and interact with county decision-makers face-to-face.
- This is an opportunity to showcase your company products and services, in one location.
- Your competition will be there!

RESERVE EARLY!

Last year, exhibit booths sold out early and we were filled to capacity with companies taking part in this fantastic opportunity to spread the word to county officials. **Space is limited and will be reserved on a first-paid, first-served basis.** So be sure to fill out the registration form and reserve your spot early at MACo's 97th Annual Conference!

What will I receive as an Exhibitor?

- 1- 8 ft skirted display table
- Chair
- Electricity (upon request)
- Company name, a description of product/service, and representative contact information will be printed in the Conference Program
- 1 ticket to the Sunday night Presidents Reception and Sponsor/Vendor Appreciation Dinner (Individual tickets can be purchased for \$30 each. All meal tickets are also included in the registration package).

What does a booth cost?

- There will be 12 booths inside the Exhibit Hall and they will cost \$500 each.
- There will be 8 booths in the Foyer and they will cost \$500 each.
- There will be 18 booths in the Atrium, and they cost \$400 each.
- **New!** 5 Booths with two-day rentals are available! Choose Sunday & Monday or Tuesday & Wednesday. Cost is \$250.
- Outside displays cost \$500 each.

What else do I need to know?

- Displays may be moved in after 1:00 p.m. on Sunday, September 24. They should be in place by 5:00 p.m. Sunday for the reception.
- Displays need to be removed by noon Thursday, September 28.
- Set up and removal of two-day booths will be coordinated upon receipt of registration form.
- Outside displays must be set up on Sunday.
- Please let us know if you plan to set up your display after Sunday or remove your display before Thursday.
- Exhibitors may purchase conference registrations for \$160 each, which allows your company representative(s) to attend the general sessions, as well as all meals. (This does not include the Monday morning prayer breakfast. Tickets for the prayer breakfast must be purchased separately).
- Individual meal tickets may be purchased separately at the conference.
- See the attached Additional Information Sheet for more information.

SPONSORSHIP PACKAGES

| SPONSORSHIP INFORMATION | PLATINUM \$5,000 | GOLD \$2,500 | SILVER \$1,000 | BRONZE \$500 |
|---|--------------------------|-------------------------|---------------------|-----------------|
| Conference Registrations | 4 | 3 | 2 | 1 |
| Tickets to Sunday Appreciation Banquet | 4 | 3 | 2 | 1 |
| Big Screen Display (Logo & Contact Info) | X | X | X | |
| Introduction During Sponsor Reception | X | X | X | X |
| Ad in Conference Program (Black & White) | Full Page 7 1/2" x 5" | 1/2 Page 3 3/4" x 5" | 1/4 Page 2" x 5" | |
| (1) Exhibit Booth | X | X | | |
| Expanded Company Info Provided to Attendees | X | X | | |
| Sign in General Session Room | X | X | | |
| Marketing List Of Attendees | X | X | | |
| Link on MACo Website (3 mo. posting) | X | | | |
| Big Screen Display (Company Name/Slogan) | | | | X |
| Company Name/Slogan in Conference Program | | | | X |

EVENT SPONSORSHIPS

| | |
|------------------------------|--|
| Delegate Luncheons | Please contact Karen Houston at (406) 444-4375 for more information on opportunities to sponsor specific events. |
| Delegate Banquets | |
| Spouse Events & Meals | |
| Board and Committee Meetings | |

CONFERENCE BAGS

It's an annual tradition to provide registered attendees with Conference bags for all their conference materials and vendor freebies. This is a great advertising opportunity!

If you would like to donate 150 conference bags for our registered attendees, please contact Karen Houston at (406) 444-4375. Note: Bags must a minimum of 12" D x 14" W

CONFERENCE BAG STUFFERS

If you can't send a representative, don't miss an opportunity to advertise and add something special from your company! Send us 200 of your company's personalized items to be included in the attendees and spouses conference bags, and we will do the stuffing. A \$50 handling fee applies.

See the attached Additional Information Sheet for specific details.

Exhibitor and Sponsor Registration Form

| | | | |
|-------------------------------|--|-----------------------|--|
| Company or Agency Name | | Contact Person | |
| Mailing Address | | Title | |
| | | Phone | |
| | | Fax | |
| Web Address | | Email | |

Please describe the product or service provided by your company or agency, along with a short tag line or slogan. This information will be published in the conference program.

Company/Agency Representative(s) Attending Conference

Note to Exhibitors: One Representative will receive a complimentary ticket to the Sunday Vendor/Sponsor Appreciation Banquet. For additional representatives, purchase meal tickets or registration package below.

| | | | |
|------|--|-------|--|
| Name | | Title | |
| Name | | Title | |
| Name | | Title | |
| Name | | Title | |

| Exhibit Booths / Location | Cost | Total Due: |
|--------------------------------|-------|------------|
| Exhibit Hall | \$500 | |
| Foyer | \$500 | |
| Atrium (Sun – Wed) | \$400 | |
| Atrium (Sun – Mon) New! | \$250 | |
| Atrium (Tue – Wed) New! | \$250 | |
| Outside Exhibit | \$500 | |

Conference Bag Stuffers (Must be received by 9/15)

| | |
|--|---------|
| <input type="checkbox"/> Yes! I will send bag stuffers | \$50.00 |
|--|---------|

| Additional Meal Tickets | # of Tickets | \$ Per Ticket | Total Due |
|-------------------------|--------------|---------------|-----------|
| Sun Dinner | | \$30 | |
| Prayer Breakfast | | \$15 | |

If you have special requirements (such as electrical outlets, internet, etc), please list here:

Sponsorships

| Level | Amount | Total Due: |
|----------|---------|------------|
| Platinum | \$5,000 | |
| Gold | \$2,500 | |
| Silver | \$1,000 | |
| Bronze | \$ 500 | |

☐ If you are a sponsor and DO NOT need an exhibit booth, please check this box.

Sponsors will be contacted upon receipt of payment regarding package benefits.

| Additional Registrations: | No. | Cost | Total Due: |
|---------------------------------------|-----|-------|------------|
| Before September 22 | | \$160 | |
| On-Site | | \$175 | |
| # Attending Wednesday Evening Banquet | | | |

PLEASE SEND PAYMENT BY SEPTEMBER 1, 2006

Make checks payable to MACo, and send with this entire form to: MACo, Attn: Karen, 2715 Skyway Drive, Helena, MT 59602. For information regarding the conference, call Karen Houston at (406) 444-4375. Registration fees will be refunded only if cancellation is requested by September 22.

YOU ARE RESPONSIBLE FOR MAKING YOUR OWN LODGING RESERVATIONS!

ADDITIONAL EXHIBITOR AND SPONSOR INFORMATION

EXHIBITORS:

1. **New!** Company name, a description of product/service, and representative contact information will be printed in the Conference Program
2. **New!** Exhibitor representatives will be introduced and their company names presented on a big screen display during the Vendor/Sponsor recognition ceremony.
3. Exhibitors and their employees agree to abide by all conditions contained herein.
4. Booth amenities: One 8-foot table, skirting, and one chair.
5. Exhibitors must bring their own extension cords, as neither MACo nor the hotel can provide them.
6. **Lodging Information!** Exhibitors must make their own lodging reservations. Please contact the GranTree Inn at (406) 587-5261. The rates are \$60 +tax for a single, and \$69 +tax for a double. Rooms have also been blocked at the Holiday Inn, (406) 587-4561, which is right next door to the GranTree Inn. The rates are \$60+tax for either a single or a double room. Please refer to the MACo room block.
7. Exhibit spaces are reserved and will be assigned on a first-paid, first served basis. It is understood that MACo reserves the right to relocate exhibitors. Exhibitors and their employees agree to follow the requirements for installation, relocation and dismantling of exhibits.
8. MACo reserves the right to refuse any application for space for any reason the Association deems appropriate.
9. MACo, and/or the Hotel, undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the exhibitor, its official's, agents, or employees, or the protection of the property in connection of the exhibit, from theft or damage or destruction by fire, accident or any other cause. In all cases, exhibitors wishing to insure their goods must do so at their own risk and expense. MACo and/or the Hotel are not responsible for the security of exhibit material.
10. Exhibitor agrees that MACo and any of its officers, directors, staff members, representatives or employees are not responsible for, and are released from, any liability as to injury, loss or damage that may occur to the exhibitor, the exhibitor's agents or employees or any other person or to the exhibitors' property prior to, during or after the Annual Conference.

SPONSORS:

(P = Platinum, G = Gold, S = Silver, B = Bronze)

1. **Big Screen Display (P, G, S):** Company logo, tag line or slogan, and contact information will be displayed on a big screen during the Sunday evening Vendor/Sponsor Appreciation Banquet and Recognition Ceremony, identifying sponsorship level. Please e-mail company logo in high resolution .jpg format to: swood@maco.cog.mt.us
2. **Big Screen Display (B):** Company name, type of product/service, and tag line or slogan will be displayed on a big screen during the Sunday evening Vendor/Sponsor Appreciation Banquet and Recognition Ceremony.
3. **Expanded Company Information (P, G, S):** A short paragraph detailing your company/agency products and/or services will be read during the recognition ceremony, while the logo, etc is displayed on the big screen.
4. **Introduction (P, G, S, B):** Attending representatives will be introduced and acknowledged during the Vendor/Sponsor Recognition Ceremony.
5. **Conference Program Ad (P, G, S):** Please send black and white ad in Microsoft Word or .jpg format in the size specified on the Sponsor Information Page. MACo reserves the right to modify/edit for space considerations. If possible, MACo will work with Sponsor representative regarding ad modifications. Send ad to: swood@maco.cog.mt.us
6. **Conference Program (B):** Company name, a description of product/service, and representative contact information will be printed in the Conference Program.
7. **Exhibit Booth (P,G):** Sponsors who wish to have an exhibit booth agree to the terms listed within these documents regarding Exhibitors.
8. **Sign (P, G):** A sign will be placed and displayed in a conspicuous area in the General Session room(s) during delegate meetings. Sign will display the sponsors company name, tagline or slogan, and level of sponsorship.
9. **Marketing List (P, G):** Sponsor will receive a list of all registered attendees. List will contain name, address, phone and e-mail (if available). List will be in MS Excel format and transmitted electronically. MACo reserves the right to redact names and/or information as necessary to protect individuals right to privacy and personal wishes.
10. **Link on MACo Website (P):** Company logo will be placed on MACo home page. Logo will be linked to Company web page. Link will be posted for a maximum of 3 months (September – December).
11. **Questions or More Information:** Contact Sheryl Wood at (406) 444-4360 or swood@maco.cog.mt.us

Added Benefits: All Exhibitors and Sponsors will receive ribbon identification for their nametags, and will receive publicity in the MACo monthly newsletter.

DRAFT CONFERENCE OVERVIEW

Sunday, September 24

10:00 a.m. - 2:00 p.m.
Golf for anyone interested

1:00 p.m. - 5:00 p.m.
Registration

1:00 p.m. - 5:00 p.m.
Exhibitors set up

3:00 p.m. - 5:00 p.m.
Board of Directors Meeting

6:00 p.m. - 7:00 p.m.
President's Reception

7:00 p.m. - 9:00 p.m.
Sponsor/Vendor Appreciation Banquet

9:00 p.m. - 10:00 p.m.
Entertainment: The Ringling Five

Monday, September 25

7:00 a.m. - 8:30 a.m.
No-Host Prayer Breakfast

8:00 a.m. - 5:00 p.m.
Registration

8:30 a.m. - 10:00 a.m.
General Session

10:00 a.m. - 10:30 a.m.
Coffee Break

10:30 a.m. - 12:00 noon
General Session

12:00 p.m. - 1:30 p.m.
Lunch

1:30 p.m. - 2:30 p.m.
General Session

2:30 p.m. - 3:00 p.m.
Coffee break

3:00 p.m. - 5:00 p.m.
Committee meetings

Tuesday, September 26

8:30 a.m. - 10:00 a.m.
General Session

10:00 a.m. - 10:30 a.m.
Coffee Break

10:30 a.m. - 12:00 noon
General Session

12:00 noon - 1:15 p.m.
Lunch

1:15 p.m. - 2:15 p.m.
Workshops

2:15 p.m. - 2:45 p.m.
Coffee break

2:45 p.m. - 3:45 p.m.
Workshops

4:00 p.m. - 6:00 p.m.
Committee meetings

Wednesday, September 27

8:30 a.m.-10:00 a.m.
General Session

10:00 a.m. - 10:30 a.m.
Coffee Break

10:30 a.m.-12:00 noon
General Session

12:00 noon-1:00 p.m.
Lunch

1:00 p.m.-3:00 p.m.
General Session

3:00 p.m. - 3:30 p.m.
Coffee Break

3:30 p.m. - 5:00 p.m.
General Session

6:00 p.m. - 10:00 p.m.
Annual Banquet

Thursday, September 28

8:00 a.m.
New Board of Directors Meeting